



**Superior Court of Arizona
Maricopa County**

**Capital Staff Attorney
\$51,770 to \$61,900
Open Until Filled**

The Superior Court of Arizona in Maricopa County, the 5th largest general jurisdiction Court system in the nation, seeks a Capital Staff Attorney. This position provides specialized legal assistance to Arizona trial judges in capital cases from the first stage through trial, sentencing and post-conviction appeal proceedings, and other research as required. Minimal travel within Arizona required. Position qualifications include graduation from a college of law accredited by the American Bar Association. Criminal trial experience preferred. This is a grant-funded position and is not covered by the Judicial Merit Rules.

The successful candidate will be required to undergo a full background investigation, including criminal history. We are an Equal Opportunity Employer.

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days/year and 10 paid holidays.

All interested applicants should mail or fax their resume and mandatory Supplemental Capital Staff Attorney Profile to:

**Karen Westover, General Counsel
Old Court House, 5th Floor
125 W. Washington Street
Phoenix, AZ 85003
Fax: (602) 506-0186**

For additional position details, please call Karen at (602) 506-3484.

Superior Court of Arizona
Maricopa County
Attn: Karen Westover

CAPITAL STAFF ATTORNEY PROFILE

Name: _____

Responses to the following applicant profile must be true and correct. Any misrepresentation and/or falsification of responses may result in rejection of your application for this process and/or future employment with the Court. Information given will be verified through resumes, interviews and reference checks. Completion of the application process and your signature on this profile certifies that all responses are true. Your signature authorizes the Court to make any appropriate investigations to verify information.

Instructions: Complete the following blanks with the number that corresponds to the question asked.

1. Number of years of experience performing legal research functions in a legal or court environment
2. Number of criminal misdemeanor trials conducted as primary or co-counsel
3. Number of criminal felony trials conducted as primary or co-counsel
4. Number of other trials conducted as primary or co-counsel
5. Number of criminal or other cases handled which did not result in trials
6. Graduated from ABA-accredited college of law Yes ☐ No ☐
7. Law review experience Yes ☐ No ☐
8. Law school teaching experience Yes ☐ No ☐
9. Law school research assistant experience Yes ☐ No ☐
10. Articles published Yes ☐ No ☐
11. Number of law school courses or CLE credits in trial practice
12. Number of law school courses or CLE credits in criminal law or criminal procedure
13. Number of law school courses or CLE credits in constitutional law
14. Number of law school courses or CLE credits in legal research

15. Number of years of experience in legal environment (list specifics)
16. Number of years of experience in court environment (including federal, superior, justice, juvenile, city, tribal) (List specifics)
17. Number of years of experience in law enforcement environment (list specifics)
18. Number of years of experience in government (other than court or law enforcement)
19. Number of years of experience in jail detention facility environment
20. Number of years of experience in information systems/automation environment
21. Number of years of experience in education/training environment
22. Number of years of experience in public relations environment
23. Number of years of experience in media relations environment
24. Number of years performing duties of law clerk in Superior Court, Court of Appeals or Supreme Court
25. Number of years performing duties of law clerk at law firm
26. Number of years composing, drafting and finalizing legal memoranda and briefs relative to civil or criminal trials
27. Number of years composing, drafting and finalizing court orders and opinions
28. Number of years proofreading and shepardizing legal documents
29. Number of years using word processing for correspondence, reports or memos
30. Number of years writing handbooks, newspaper and journal articles, or publications
31. Number of years editing documents for grammar, punctuation, spelling and format
32. Number of years gathering/compiling statistical data using computer software
33. Number of years using case management techniques to monitor civil or criminal cases through trial, judgment/sentencing and post-conviction relief process
34. Number of years conducting training or instruction concerning legal principles, legal research or legal writing (including law school or paralegal courses and CLE presentations)

- 35. Number of years conducting training or instruction in subjects not law-related
- 36. Number of years designing standardized forms and procedures
- 37. Number of years giving lectures or speeches to professional, academic and civic gatherings
- 38. Number of years communicating with media via press releases/personal interviews

Date: _____

Signature: _____

Please return this completed and signed form, along with your resume, by mail or fax to:

Karen Westover, General Counsel
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